

Approved For Release 2006/01/31 : CIA-RDP58-00597A000100130072-0

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services

FROM : Chief, Transportation Division

SUBJECT: Utilization of Motor Pool

DATE: 23 June 1951

1. In accordance with your verbal request of 22 June 1951, the following information is submitted as justification for the operation of the Motor Pool.

Assigned to offices  
Assigned to Shuttle service  
Assigned to night operation  
Assigned to open pool

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3. As you know the Motor Pool operates on a 24-hour basis, daily including Saturdays, Sundays and holidays. On other than regular work days the number of chauffeurs on duty is greatly curtailed.

4. The shuttle service in operation between CIA buildings and the Pentagon, using 16-passenger buses, carried the following number of passengers during the months indicated:

March 1951  
April 1951  
May 1951

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5. In addition to the above shuttle service there is a shuttle operated to the [ ] projects daily including Saturdays, Sundays and holidays, at 0700, 1500 and 2300 hours. Shuttle service is also operated to [ ] making four (4) round trips Monday through Friday and three (3) round-trips on Saturdays, Sundays and holidays. Each of these round trips takes about two hours. This service is necessary due to lack of public transportation to these locations.

6. The ten [ ] chauffeurs assigned to the open pool, in addition to servicing individual calls, drive the vehicles used in the shuttle service to [ ] and also perform the following functions

- a. Replace assigned and shuttle drivers on leave
- b. Drive nurse run daily from 8:45 AM to 12:30 PM or later
- c. Drive Courier run daily at 7:00 AM and 8:00 AM to Pentagon
- d. Drive daily run for Library pickup material 1:00 PM to 2:30 PM
- e. Drive daily run to Arlington Hall at 8:45 AM and 4:00 PM
- f. Drive daily shuttle run 6:00 PM to 9:00 PM for female employees working overtime.

In addition to the above recurring daily runs the pool drivers are also used for numerous trips to the various training sites, warehouses, etc., often being out on these assignments the entire day, depending on length of the journey. The locations of these activities precludes the use of public transportation. In some instances the vehicles are driven by the person performing the travel.

7. In view of the various activities of this agency, involving contact and liaison with all the Military branches as well as many civilian branches of the Federal Government; the fact that our own offices and activities are scattered all over the greater Metropolitan area of the District of Columbia, and in many instances located at places [redacted] from Washington in areas not serviced by public transportation; it is felt that the use of chauffeur driven vehicles is essential to an efficient operation.

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8. In some instances, when traveling greater distances, it is practicable to have the travelers drive either a Government vehicle or their own car on a mileage reimbursement basis, but when the travel is to places in Washington or the greater Metropolitan area, the scarcity of parking places, time element and other factors, make this undesirable.

9. It is estimated that we would have to increase the number of cars twofold or more in order to have one available for those persons whose duties require them to make frequent trips to other offices not serviced by the shuttle buses. This would also mean that such cars would not be used to the greatest advantage inasmuch as they would be parked and not used while the driver-passenger was transacting his business. Furthermore there would be the additional expense of operation, maintenance, storage, etc., which would no doubt offset the cost of chauffeur's salaries.

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TO		INITIALS	DATE
1	W. L. Pforzheimer		
2			
3			
4			
5			
FROM		INITIALS	DATE
1	Chief, Admin. Services	<i>WLP</i>	6-25-51
2			
3			

☐ APPROVAL  
☐ ACTION  
☐ COMMENT  
☐ CONCURRENCE

☒ INFORMATION  
☐ DIRECT REPLY  
☐ PREPARATION OF REPLY  
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**REMARKS:** This is the information you requested.  
Please call me if there is any additional information you need.

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